



**Child Development
Division**

**MANAGEMENT
BULLETIN**

Subject: Concurrent Enrollment in State Preschool Programs	No.: 03-01
Authority: <i>Education Code</i> , Division 1, Part 6, Chapter 2; <i>California Code of Regulations</i> , Title 5, Chapters 19 and 19.5; Funding Terms and Conditions, Section III. A.	Date: May 2003
	Expires: Until Rescinded

ATTENTION: Executive Officers and Program Directors of State Preschool Programs

PURPOSE

The purpose of this Management Bulletin is to clarify the Department's implementation of Funding Terms and Conditions (FTCs) regarding concurrent enrollment in State Preschool and other California Department of Education (CDE) funded child care and development programs.

BACKGROUND

Effective July 1, 2002, language was added to Section III.A., Admission Policies and Procedures, of the FTCs for State Preschool (GPPE) contracts, to prohibit the concurrent enrollment of a child in State Preschool and another child care and development program funded by CDE without prior written approval. That section reads:

"Children shall not be concurrently enrolled in both a state funded Preschool program and a state or federal funded child care and development program including State Preschool Full-Day (GWAP) without prior written approval from the CDD."

This requirement is consistent with the intent of the Legislature to separately appropriate funding for full-day versus part-day programs, with each program serving those children needing either full-day or part-day services. Furthermore, children enrolled in programs that provide full-day services already receive a high-quality child development program and, therefore, do not need additional State Preschool services.

Contractors should note that this requirement does not apply to concurrent enrollment in State Preschool and non-CDE funded programs, including Head Start.

POLICY

In order to implement the “prior written approval” aspect of this provision, upon request by a State Preschool contractor, the Child Development Division (CDD) will review, on a child by child basis, the circumstances requiring the need for concurrent enrollment. Examples of circumstances that might be approved include but are not limited to the following:

- A family and the child care contractor determine that a Preschool program experience would be most beneficial for the development of the child. However, child care is currently being provided only in the evening because that is when the parent requires care, and the preschool curriculum and group setting are not provided at that time. With prior CDD approval, the child may then be concurrently enrolled in a morning Preschool program as well as an evening General Child Care or Alternative Payment Program while the parent is working.
- The child is enrolled in a CDE-funded specialized program for English language learners and sufficient documentation is provided to justify the need for the child to also participate in State Preschool because of the child’s unique developmental needs. With prior CDD approval, the child may then be enrolled in both programs.

If concurrent enrollment in programs is determined by CDD to be warranted, the contractor is nevertheless prohibited from counting that child for attendance purposes in more than one program for the same time period on the same day pursuant to the FTCs, Section IV.C., Enrollment and Attendance Accounting.

Since State Preschool Full-Day (GWAP) contracts were created to combine State Preschool and General Child Care funds to provide a full day program based on the standard reimbursement rate, CDD will not approve concurrent enrollment in State Preschool and GWAP contracts.

Written requests for approval of a child's concurrent enrollment should be submitted to your agency's assigned CDD Field Services Consultant for consideration. This request should include a description of the specific need or circumstances that call for a concurrent enrollment situation, the name of the child, and the anticipated length of the concurrent enrollment.

If you have questions regarding this Management Bulletin, please contact your CDD Field Services Consultant.

/s/ Michael Jett

Michael Jett
Director
Child Development Division

/s/ Kathy B. Lewis

Kathy B. Lewis
Associate Superintendent
Child, Youth and Family Services Branch

This Management Bulletin is mandatory only to the extent that it cites a specific statutory and/or regulatory requirement. Any portion of this Management Bulletin that is not supported by a specific statutory and/or regulatory requirement is not prescriptive pursuant to Education Code 33308.5.